

**Minot-Sleeper Library**  
Board of Trustees Meeting  
November 16, 2023

**Trustees Present:** Anita Avery, Karen Boyd, Nancy Dowey, Pat Durgin, Kathleen Haskell, Lucille Keegan, Sue Nieman, Dolly Prive, Nancy Spears. **Library Director:** Patty Hayward

**Karen Boyd called the meeting to order at 5:00 PM.**

**Minutes:** Nancy Spears made a motion, seconded by Anita Avery, to accept the Minutes of October 19, 2023. All were in favor.

**Financial Report:** Kathleen reported that there is an anticipated amount of \$19,636.00 to be used by the end of the year. This is primarily due to a decrease in payroll. A list is needed of how it will be used. Sue Nieman made a motion to accept the Financial Report, seconded by Nancy Dowey. All were in favor.

**Director's Report:**

*Membership:* Patty has confirmed our membership in the American Library Association.

*Programming:* Starting in the Spring, Patty will arrange her schedule to be here for Wednesday night programs, once a month. Scheduled are Damien Costello on 3/27/24 and Glenn Knoblock in 4/24.

*Teens:* A large number of teens are coming to the library after school. Patty is going to create activities to involve them.

*Building and Maintenance:* The floor and grates in the Meeting Room need cleaning, and Trustees are in favor of the work. Nancy Spears will find the name of cleaners she has used. An estimate was received from New England Remediation Services to remove the mold. Cristina Goodwin will ask the Select Board to help with the payment.

*Signage:* Patty has requested new signage throughout the library. Also business cards for her to use.

*Staff:* Patty has reorganized responsibilities of staff. Martha will be doing the duties of Youth Librarian, but not at the Circulation Desk. Cindy is Supervisor of Circulation; Shayne, Erica and Cindy will be at the Circulation Desk. The amount of time Shayne spends on technology based advertising has been reduced. Patty reports that the reorganization is going well, so far.

Trustees are in favor of using the year's excess funds to pay for 1) Mold removal. 2) Floor and grate cleaning 3) Signage. The list will be finalized at the next meeting.

**Old Business:**

There was no feedback after the library budget was presented to the Select Board on October 19, 2023.

Patty is writing a grant to compensate for the money which was taken out of the budget by reducing the number of Hot Spots.

**New Business:**

Karen asked about ways to recognize staff. It was decided that each staff member would receive a gift certificate(s) presented in an attractive mug with chocolates, etc.. Nancy Spears volunteered to donate Imagine gift certificates and ask other businesses to donate, as well. The Sunshine Fund could also be used.

All staff will be invited to a Brunch on Monday, December 11, 2023 at 9:00 AM. Sue Nieman volunteered to organize the brunch, and each Trustee will bring something. Pat Durgin will coordinate gift bags with the mugs, certificates, chocolates, etc..

The presentation of the library budget for the Budget Committee will be on December 19, 2023. All members of the Board of Trustees are encouraged to attend.

The Trustees congratulate Patty, who will complete her MLIS in early December. She plans to use her current expertise in formulating a Strategic Plan for Minot-Sleeper, starting in January.

The Friends of the Minot-Sleeper Library are having their annual Cookie Sale, and orders are strong. Pick up day for cookie orders is December 8, 2023 at the library.

**The next meeting of the Board of Trustees will be on Thursday, December 21, 2023 at 5:00 PM at the library.**

**Adjournment:** Lucille Keegan made a motion, seconded by Dolly Prive to adjourn the meeting at 5:55 PM.

**Respectfully submitted by:**

Sue Nieman, Secretary  
Minot-Sleeper Board of Trustees